



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD  
FORT BELVOIR, VA 22060-5527

05-37-AMCPE-P

AMCPE-P

27 September 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Non-Competitive Promotions Due to Accretion of Duties

1. References:

- a. Title 5, United States Code, Chapter 51, Classification
- b. Code of Federal Regulations (CFR), part 1, Chapter 335.104.

2. This policy applies to all Headquarters, U.S. Army Materiel Command (HQ AMC) civilian positions.

3. This policy supersedes HQ AMC, AMCPE-P, Memorandum, 21 Jun 05, Subject: Processing Requests for Personnel Action – Position Establish Actions.

4. The CFR allows discretionary authority to non-competitively promote a civilian when his/her job is upgraded because of additional duties and responsibilities. HQ AMC leadership is committed to fair and open competition; therefore, non-competitive promotions will be rare. The following factors must be fully met in order to justify non-competitive promotion resulting from the addition of duties and responsibilities:

- a. There are no other employees at the same grade in the unit/organization supervised by the selecting official who are performing duties substantially the same as those performed by the employee before the addition of the new duties and responsibilities.
- b. The employee continues to perform the same basic functions as those in the former position—the duties of the former position must be included in the new position in order to be a true “accretion of duties.”
- c. The addition of the duties and responsibilities does not adversely affect another employee’s position, such as job abolishment, reduction in grade, or reduction in known promotion potential.
- d. The employee meets all eligibility and qualification requirements for the position. The Human Resources Specialist at the Civilian Personnel Operations Center will make the final determination.

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e. Requests will meet all conditions found in the HQAMC Negotiated Agreement with the National Federation of Federal Employees, Local 1332.

5. Promotions to GS-15's and those due to the addition of supervisory duties and responsibilities will always be competitive regardless of whether the criteria (above) are met.

6. The Executive Deputy to the Commanding General will review and approve requests for non-competitive promotion. Requests will be submitted as a staff action, through the G1 for recommended action and tracking purposes and the G8 for funding and manpower authorization, and will be in full compliance with the preceding guidance. Requests will always include a copy of the old and new (classified) job descriptions.

7. The HQAMC Civilian Personnel Advisory Center will inform management of approvals and provide guidance on the non-competitive promotion process.

8. Point of contact is Chief, Civilian Personnel Advisory Center, (703) 806-8667.

FOR THE COMMANDER:

//Signed//

WILLIAM E. MORTENSEN

Lieutenant General, USA

Chief of Staff

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